SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 02/24/15 CLOSING DATE: 03/05/15 (4:30 PM)

SCDC INTERNAL TITLE: SGT II SCDC POSITION #: 018886

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM LOCATION: RIDGELAND CORR INSTITUTION, RIDGELAND (JASPER) LEVEL 2

STATE JOB TITLE: CORRECTIONAL OFFICER II STATE JOB CLASS: JD35

BAND: 04 SALARY RANGE \$ 026139 - \$ 048361 SPECIAL INCENTIVE: YES

LEVEL: D SALARY RANGE \$ 029408 - \$ 046527 SCEIS POSITION #: 61021089

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN CORRECTIONAL,
SECURITY OR POLICE WORK.

AGENCY PREFERRED QUALIFICATIONS:

TWO YEARS EXPERIENCE IN CORRECTIONAL SECURITY OR POLICE WORK.

CERTIFIED BY THE TRAINING ACADEMY AND COMPLETION OF THE BASIC

SUPERVISORY COURSE WITHIN SIX MONTHS OF ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:

UNDER GENERAL SUPERVISION OF THE SHIFT LIEUTENANT, IS RESPONSIBLE FOR THE OVERALL SUPERVISION OF SUBORDINATE SECURITY ASSIGNED TO THE HOUSING UNITS, AND FOR THE SUPERVISION, CUSTODY AND CONTROL OF ALL INMATES ASSIGNED TO THE HOUSING UNITS. MAKES ROUTINE INSPECTIONS OF THE LIVING AREAS FOR COMPLIANCE WITH SECURITY, SAFETY AND SANITATION STANDARDS. CONDUCTS INVESTIGATIONS OF ALLEGED MISCONDUCT ON THE PART OF INMATES AND SECURITY PERSONNEL ASSIGNED TO THE AREA OF RESPONSIBILITY. ASSISTS IN CONDUCTING FORMAL AND INFORMAL COUNTS. SUPERVISES THE JOB PERFORMANCE, CONDUCT AND APPEARANCE OF ASSIGNED SECURITY PERSONNEL AND PREPARES EMPLOYEE EVALUATIONS. COUNSELS, RECOMMENDS DISCIPLINARY ACTION, AND TRAINS SUBORDINATE STAFF TO REQUIRED STANDARDS OF PERFORMANCE. PREPARES REPORTS AS NEEDED OR REQUIRED.

COMMENTS:

WORK HOURS, DAYS OFF AND SHIFT ARE SUBJECT TO CHANGE.